

POLICE PAWN SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Police Pawn Specialist exists is to support the Property Crimes Unit through collection and dissemination of information gained through review of transaction reports and crime reports, dealing with pawn and secondhand licensees, property crime victims, and working with other law enforcement agencies to assist in the recovery of stolen property. This classification is non-supervisory and receives general supervision from the Property and Fraud Sergeant

ESSENTIAL FUNCTIONS:

Meets with applicants for pawn, secondhand, auction, and scrap metal dealers' licenses. Explains city and state laws and provides instruction on reporting procedures for pawning, buying, consigning, and trading used property. Enters information on applicants into pawn files and initiates and maintains dealer files.

Reviews and disseminates information obtained from criminal history checks of applicants to Tax and License Division for City's issuance of licenses for pawn shops, secondhand stores, auctioneers, auctionhouses, refiners, scrap metal dealers, solicitors and peddlers.

Recommends approval or denial of license per Secondhand Code to Tax and License, as well as dealing directly with licensee regarding dismissal of employees when Code has been violated.

Reviews transaction reports received by Pawn Detail. Researches items and persons through pawn terminal and other information systems. Researches and investigates closed burglary and theft cases to help victims in the recovery of stolen property. Utilizes transaction reports and information systems to locate stolen property. Write supplements to reports as needed.

Interacts with pawnshops and secondhand stores concerning suspected stolen property. Reviews property suspected of being stolen, and places items on "hold" and releases them from hold as appropriate. Works with Pawn Detective and assists on inspections of pawn, secondhand, and auction dealers.

Acts as Police Department's Hearing Liaison, setting up possessory hearings on disputed property, notifying parties of hearings, and maintaining hearing log.

Supports the Property Crimes Unit and assumes responsibilities of Pawn Clerk as needed. May provide training to personnel from Scottsdale PD and other agencies on pawn laws and property recovery.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

City Pawn laws and ordinance.
Business English, spelling and grammar.
Microsoft software.
Basic arithmetic.
Office practices and procedures.

Ability to:

Learn and communicate the Scottsdale City code and state pawn laws.

Operate all types of office equipment including FAX machine, copy machine, camera, telephone, and a variety of other computer systems.

Make inferences from written and verbal materials, sorts, arranges and distributes reports, files or materials in a prescribed manner.

Produces original correspondence requiring proper sentence structure, grammar and punctuation.

Education and Experience

Must possess a high school diploma and have three to five years' clerical experience. Must have the ability to work as a team player within the Property Crimes Unit, as well as interpersonal skills for dealing with a diverse group of customers, including the public, applicants, licensees, and other law enforcement agencies both on telephone and in person.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified